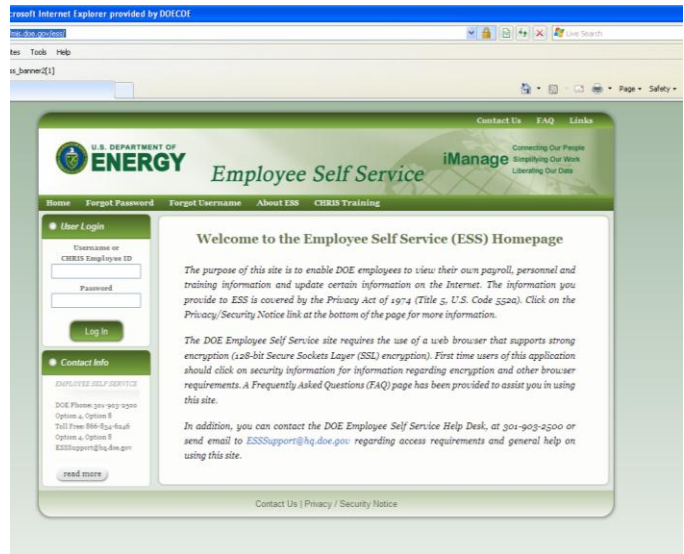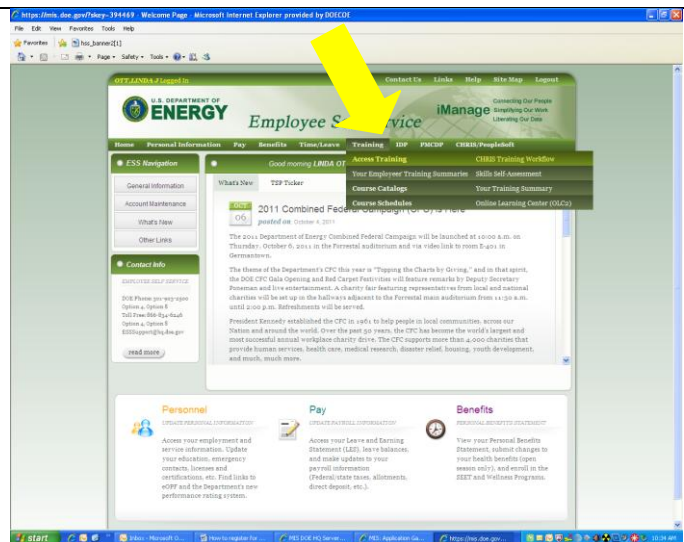# Using ESS to register for PMCDP training

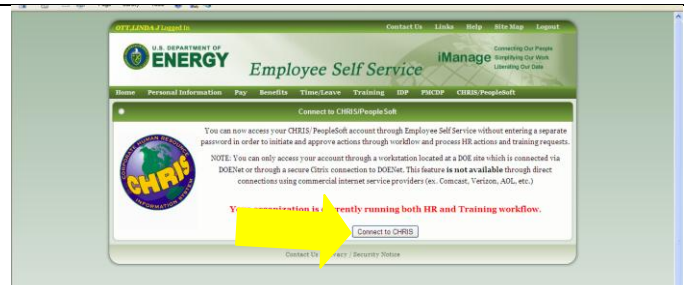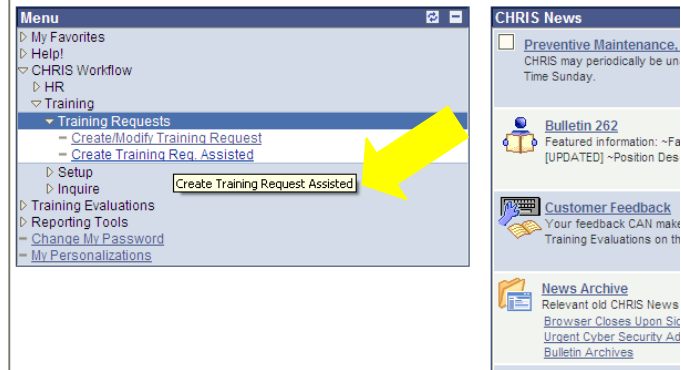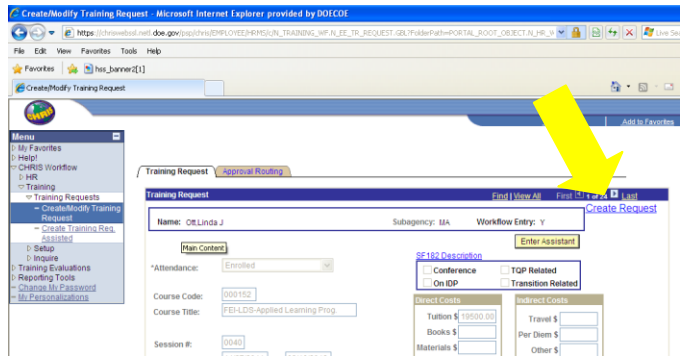|	
Find the course CHRIS Code/Session # on the PMCDP Training Schedule located on PMCDP's website http://energy.gov/management/downloads/pmcdp-course-schedule	
Login into ESS using mis.doe.gov/ESS	
From the tabs at the top of the screen, select Training → Access Training → CHRIS Training Workflow	
→ Select ⎡Connect to CHRIS⎤ tab	

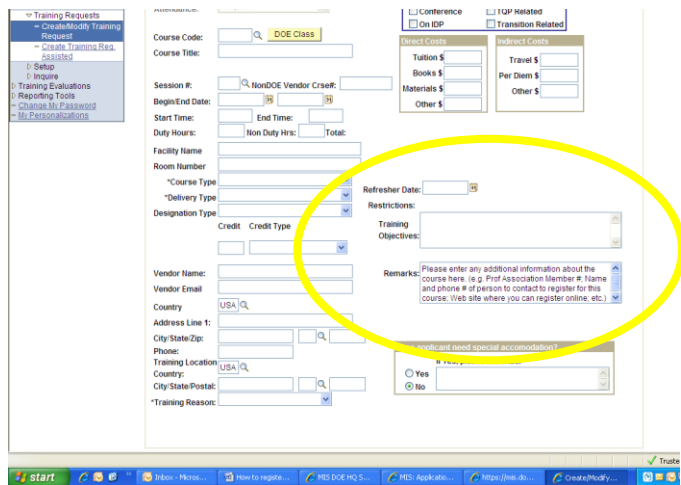|	
On the CHRIS page, from the Menu (left column) select the following path CHRIS Workflow → Training → Training Requests → Create/Modify Training Request	
From the **Training Request** tab screen Select Create Request in upper right corner → Enter the **Course Code** (CHRIS Code) and **Session #** from the PMCDP training schedule	
Complete the **Training Objectives** and **Remarks** boxes on this page	

Select **Approval Routing** tab next to the Training Request tab to verify approving officials. These are the people who will approve your training request.	
Select **Save** to complete	

CONGRATULATIONS!! You've registered for the PMCDP course of your choice. Once your training request has gotten through approval routing,* you will receive email confirmation of your enrollment status.^ Should there be any changes to the class—location change, cancellation, etc.—you will be notified.

*You will not be enrolled in the course unless all of the approvals go through.
^Please note you may be waitlisted if the class is full.